



File #178

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Ski Club	Building: All Buildings
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: I	Expected # of participants: Approx. 47
Date of Last Program Review: October 2014	

Statement of purpose:

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals:

- Students without experience will begin to learn to ski or snowboard, and students with prior experience will improve their current ski or snowboarding skill level. All students will ski or snow board following the resort’s expectations for safety of all participants.
- Students will have an opportunity to learn from certified ski or snow board instructors at a local resort.
- Students will learn to navigate the rental equipment area, or manage their own equipment, and get all their equipment on as independently as possible.
- Students will manage their belongings on and off the bus, and will manage their time to participate in an extended after-school and evening activity.

Minimum knowledge, skills, certifications, physical requirements

- Teacher or staff member who is available immediately after school until 9:30 p.m., and can leave by 3:00pm on each of the five evenings ski club is scheduled.
- Teacher can assist students in managing and securing their belongings and putting on ski and snow board equipment correctly.
- Intermediate ski or snow board skills and willingness to accompany young students on the slopes is advantageous, but at a minimum teacher or staff member must dress for the outdoors and be willing to be outside in the snow helping students get to and from lessons safely and on time.
- Teacher or staff member can communicate effectively with students, parents and other ski club advisors.
- Teacher uses email for ongoing communication with the head ski club advisor at the high school.
- Teacher can plan ahead, make fliers, and attempt to recruit students who may be interested in ski or snow board club.

Detailed essential function(s) - specific to position:

- Communicate interest in advising a group to the head ski/snow board club advisor at the high school.
- Recruit students and provide information to interested students and their parent(s).
- Collect fees and deliver registrations to the high school.
- Communicate with transportation and/or the student's parent(s) regarding getting to and from the ski club bus.
- Accompany students on each of the five ski club trips, and secure a qualified substitute in the event you cannot attend one of the sessions.
- On each night of ski club, supervise students in getting their ski equipment and getting to an appropriately leveled lesson on time, and in getting off the slopes and securing equipment to return on time to the ski club bus.
- Take a photo of students at the slopes for the students' parent(s) and/or school yearbook.

Time Commitment Expected: *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- Pre club set up- recruiting student participants-4 hours
- Setting club up with other schools in the district and establishing connections with local ski resorts- 2 to 3 hours
- Chaperoning ski trips- 36 to 42 hours depending on the weather

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.